

**RECREATION
ASSISTANT
NF-0189 03**

**RECREATION CENTER
MORALE, WELFARE
& RECREATION**

RECREATION SPECIALIST

(GS-0188-07)

0189-05

INTRODUCTION

This position is located in the Quality of Life Department, MWR Division, Naval Air Station, Lemoore, California. Incumbent is responsible for the station's Single Sailor Program, planning, organizing, implementing, and evaluating an area wide leisure facilitation program serving approximately 6,000 active duty and 17,000 eligible dependents, retirees, reservists, and DOD civilians.

The program functions with the involvement of local commands. Special attention is given to those participants having difficulty constructively using free time or coping with related stresses indigenous to Naval Air Station, Lemoore, California. The incumbent also provides management oversight to the Recreation and Bowling Center.

MAJOR DUTIES AND RESPONSIBILITIES

Assist higher grade level recreation specialist provides a comprehensive Single Sailor-Marine Program that includes scheduling, organizing, publicizing, directing and evaluating both recurring and non-recurring activities.

Assist in the administration of a diverse recreation program including the Recreation Center and Bowling Center. Fosters acceptable peer relationships through a program of social events and activities such as special events, parties, tips and tournaments, etc.. Both the Recreation Center and Bowling Center include food and beverage snack bars and small resale operations.

May assist in the preparation of the non-appropriated fund budgets for programs for review and approval by the supervisor. Prepares procurement requests, researching sources, and product/service costs and vendor terms within allocated spending levels. Ensures effective inventory procedures are in place and fluctuations in cost of goods sold are monitored with corrective actions being implemented as needed.

Administers proper accountability of assigned property/assets. Identifies facility and ground maintenance requirements and arranges for remedial action. Conducts resale/snack bar operations. Resolves technical work not covered by precedence or established policy..

KNOWLEDGE REQUIRED BY THE POSITION

Incumbent must be able to work with minimal supervision and to make independent decisions based on facts.

Must have acquired the appropriate experience and training which clearly shows that he/she possess the necessary skills, knowledge and ability too effectively perform the duties of the position.

Ability to evaluate the participant responses to activities and programs, and evaluate the extent to which recreation programs are meeting their goals and objectives.

Basic background to comprehend regulations and instructions relating to government military recreation programs.

Ability to communicate with the community, advisory groups, and other community agencies.

SUPERVISORY CONTROLS

The supervisor of this position is the Single Sailor and Recreation Center Manager. The supervisor sets general overall recreation and management objectives, but the employee is expected to carry out programs with minimum supervision. Supervisor is available for consultation as required on such matters as developing priorities, establishing fee schedules, contracting for instructors, establishment and interpretation of policy.

GUIDELINES

Interprets manuals, directives, and publications prescribed by higher authorities that effect the operations of the local QOL Department. Verbally discusses policies with appropriate management personnel and follows written standard operation instructions when available. Ensures compliance of all directives as they relate to management and administration of personnel, finances, supplies, property and equipment, programs, and general administrative procedures.

COMPLEXITY

Incumbent is required to execute policies, regulations, and guidelines as they pertain to procurement, internal controls.

Provides innovative programs for a specific target population to include leisure counseling, leisure skills development, and promoting a healthy lifestyle.

SCOPE AND EFFECT

The work contributes to the achievement of program objectives by clarifying the issues and alternatives facing department managers in achieving a meaningful communication between the department and the various public contacts affected by its programs and policies.

OQL offers a varied program, which effects the quality of life of its participants. The incumbent applies both OQL policies and programming skills to accomplish goals of the division. The programs are designed to provide high-quality, low-cost recreation, which provides not only entertainment, educational and cultural enhancement, but also a hand-tailored program to fit the total military community, active, retired, and their dependents.

PERSONAL CONTACTS

Contacts may be with employees in the same agency or outside the department. People contacted are generally in program areas at various levels of the organization and with the patrons.

PHYSICAL DEMANDS

Position requires long hours of standing, walking, occasional driving, active games, some travel. Light lifting, not to exceed 45 pounds. Incumbent works uncommon tour of duty.

WORK ENVIRONMENT

Work is primarily in the office and outdoor setting, exposed to loud music, and noises of many people. Duties will require traveling to various recreation facilities. Some outside work will occur, exposing incumbent to local weather conditions or rain, extreme winds, snow and cold.